

APA DOCUMENTATION

CHECKLIST

Title Page for a Paper – APA

APA style requires a separate title page

- Type your paper on white bond paper. Preferred typefaces (when you have a choice) include Times Roman, American Typewriter, and Courier.
- Arrange and center the title of your paper, your name, and your school.
- Capitalize all important words in the title and all words of four letters or more. Articles, conjunctions, and prepositions are not capitalized unless they are four letters or more or are the first words in the title. Do not underline the title or use all capitals.
- Give your first name, middle initial, and last name.
- Number the cover sheet and all subsequent pages in the upper right-hand corner.
- Place a short title for the paper on the same line as the page number; the short title consists of the first two or three words of the title.

CHECKLIST

The body of the Research Paper – APA

The body of the APA paper runs uninterrupted until the separate References page. Be sure to type the essay on good quality bond paper.

- On the first page of the research essay itself, repeat the title of your paper, exactly as it appears on the title page.
- Be sure the title is centered and properly capitalized.
- Begin the body of the essay two lines (a double space) below the title.
- Double space the body of the essay.
- Use at least one-inch margins at the sides, top, and bottom of this and all subsequent pages.
- Indent the first lines of the paragraphs five to seven spaces.
- Indent long quotations (more than forty words) in a block, five to seven spaces from the left margin. In student papers, APA permits long quotations to be single spaced.
- Do not hyphenate words at the right-hand margin. Do not justify the right-hand margin.

IN TEXT CITATIONS

To use APA documentation...

In the text of your paper, place a note in parenthesis to identify the source of every passage or idea you must document. For example, here is a sentence derived from information in an article by E. Tebeaux titled “Ramus, Visual Rhetoric, and the Emergence of Page Design in Medical Writing of the English Renaissance.”

Technical writing developed in important ways during the English Renaissance (Tebeaux, 1991).

As you can see, the basic form of the APA parenthetical note consists of an author’s last name mentioned in the body of the essay, followed immediately by the year of publication in parentheses.

According to Grunman (1984), children fed a diet free of the chemical additive has fewer behavioral problems than those who ingested it regularly.

A page number may be given for indirect citations and must be given for direct quotations. A comma follows the date if page numbers are given. Page numbers are preceded by p. or pp.

During the English Renaissance, writers began to employ “various page design strategies to enhance visual access.” (Tebeaux, 1991, p. 413).

When appropriate, the documentation may be distributed throughout a passage.

Tebeaux (1991) observes that for writers in the late sixteenth century, the philosophical ideas of Peter Ramus “provided a significant impetus to major changes in page design” (p. 413).

When a single source provides a series of references, you need not repeat the name of the author until other sources interrupt the series. After the first reference, page numbers are sufficient until another citation intervenes. Even then, you need repeat only the author’s last name, not a date, when the reference occurs within a single paragraph.

. . .The council vetoed zoning approval for a mall in an area described by Martinez (1982) as the last outpost of undisturbed nature in the state. The area provides a “unique environment for several endangered species of birds and plant life” (p. 31). The birds, especially the endangered vireo, require breeding spaces free from encroaching development (Harrison & Cafiero, 1979). Rare plant life is similarly endangered (Marinez).

APA parenthetical notes should be as brief and inconspicuous as possible.

Fine Tuning

1. When two or more sources are used in a single sentence, the notes are inserted as needed conveniently after the statements the support.

While Porter (1981) suggests that the ecology of the aquifer might be hardier than originally suspected, “given the size of the drainage area and the nature of the subsurface rock” (p. 62), there is no reason to believe that the best interests of the country would be

served by the creation of a mall in a vicinity described as “one of the last outposts of undisturbed nature in the state” (Martinez, 1982, p. 28)

Notice that a parenthetical note is placed outside of quotation marks but before a period ending a sentence.

2. When a work has two authors, both names are given in all references.

Harrison & Cafiero (1979) argue. . .
(Harrison & Cafiero, 1979)

Notice that an ampersand (&) is used between the authors' names rather than an and.

3. When a work has three to five authors, all of them are named in the first reference or parenthetical note.

Harrison, Cafiero and Dixon (1979) Argue. . .
(Harrison, Cafiero & Dixon, 1979)

All subsequent notes then use et al (Latin abbreviations for “and others”).

Harrison et al. (1979) argue. . .
(Harrison et al., 1979)

4. When a work has six or more authors, use the first author's name followed by et al. for all references, including the first.

Barge et al. (1988) relate. . .
(Barge et al., 1988)

In References list, provide the names of all authors.

5. When you must document a work without an author, list the title, shortened if necessary, and the date.

(“Aid to education,”1985)

6. If you use a direct quotation of more than forty words in your paper, type it in block form, indenting each line of the quotation five spaces from the left margin. Double space throughout. Do not use quotation marks. Place the parenthetical citation two spaces after the end punctuation of the quotation.

During the 1960s and 1970s,

Arab primary and secondary educational systems expanded rapidly in response to larger birth cohorts entering the system. This has created job openings as teachers and administrators for Arab university graduates. In recent years, however, the increase in the number of public sector jobs in the Arab sector has slowed considerably. (Shavit, 1990, p.208)

APA Reference Page

References

Baocheng, H. (1991, June 17). Pizhen – a new acupuncture therapy. *Beijing Review*, 34, 44-45.

Belkin, L. (1992, January 28). Practicing acupuncture made easy. *New York Times*, p. B1.

Benson, H. (1979). *The mind/body effect*. New York: Simon.

Chang, S.T. (1976). *The complete book of acupuncture*. Millbrae, CA: Celestial Arts.

Duke, M. (1972). *Acupuncture*. New York: Jove.

1. Book by one author–

Welty, E. (1984). *One writer's beginnings*. Cambridge: Harvard University Press.

2. Book by two or three authors–

Kelly, A. H., Harbison, W.A., & Belz, H. (1983). *The American constitution: Its origins and Development*. New York: Norton.

3. Book by more than three authors–

Moor, M.H., Estrich, S., McGillis, D., & Spelman, W. (1984). *Dangerous offenders: The Elusive target of justice*. Cambridge: Harvard University Press.

4. Two or more books by same author–

Morris, D. (Ed.). (1967). *Primate ethology*. London: Wiedenfeld.

Morris, D. (1977). *Manwatching: A field guide to human behavior*. New York: Henry N. Abrams.

5. Book with no author named–

The Chicago manual of style (13th ed.). (1982). Chicago: University of Chicago Press.

6. Book with an author and an editor–

Bronte, E. (1985). *Wuthering heights* (D. Daiches, Ed.), London: Penguin.

7. One selection from an anthology or an edited book–

Galarza, E. (1972). The roots of migration. In L. Valdez and S. Stiener (Eds.), *Aztlan: An Anthology of Mexican American literature* (pp. 127-132). New York: Alfred A. Knopf.

8. Signed article in a reference book–

Holt, R. R. Abnormal psychology. In D.L. Sills (Ed.), *International encyclopedia of the social Sciences* (pp. 1-11). New York: Mcamillan.

9. Unsigned article in a reference book–

Ireland. (1974). In *Encyclopedia Britannica*.

10. Article from a daily newspaper–

Dullea, G. (1986, April 16). Literary folk look for solid comfort. *New York Times*, p. 47.

11. Unsigned article from a daily newspaper–

Hospitals, competing for scarce patients, turn to advertising. (1986, April 20). *New York Times*, p. 47.

12. Article in a scholarly journal–

O'Meara, J. T. (1989). Anthropology as empirical science. *American Anthropologist*, 91, 354-369.

13. Interview–

In APA style, a personal interview is considered personal correspondence and is not included in the Reference list. Cite the interview parenthetically in the text.

14. Electronic Sources – APA –

APA Standards for documenting electronic materials (on-line books and articles/CD-Rom indexes) are still evolving. In most cases begin an entry with the conventional APA form for that item, whether a book, article, or whatever. Then identify the item as an electronic source and provide a path or electronic address for the source so that a researcher can locate it. Do not put periods at the end of protocols, directories, and file names.

CHECKLIST

Reference Page – APA

- Sources contributing directly to the paper are listed alphabetically on a separate sheet immediately after the body of the essay.
- Center the title “Reference” at the top of the page.
- All sources mentioned in the text of the paper must appear in the References list.
- The first line of each entry is flush with the left-hand margin. Subsequent lines are indented five spaces.
- The list is ordinarily double-spaced.
- Punctuate items in the list carefully. Do not forget the period at the end of the entry.
- In the References list, capitalize only the first word and any proper names in the title of a book or article. Within a title, capitalize the first word after a colon.
- If you have two or more entries by the same author, list them by year of publication, from earliest to latest. If an author publishes two works in the same year, list them alphabetically by title.

Periodicals

1. Internet articles based on a print source

At present, the majority of the articles retrieved from online publications in psychology and the behavioral sciences are exact duplicates of those in their print versions and are unlikely to have additional analyses and data attached. This is likely to change in the future. In the meantime, begin an entry with the conventional APA form for that item whether a book, article, or other. However, if you have viewed the article only on its electronic form, you should add in brackets after the article title [Electronic version] as in the following fictitious example:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of Resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

If you are referencing an online article that you have reason to believe has been changed (e.g., the format differs from the print version or page numbers are not indicated) or that includes additional data or commentaries, you need to add the date you retrieved the document and the URL.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of Resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jrb.org/articles.html>

2. Article in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrived November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

3. Article in an Internet-only journal, retrieved via file transfer protocol (ftp)

Crow, T. J. (2000). Did homo sapiens speciate on the y chromosome? *Psycholoquy* 11. Retrieved from <ftp://ftp.princeton.edu/harnad/Psycoloquy/2000.volume.11/psyc.00.11.001.language-sex-chomosomes.1.crow>

4. Article in an Internet-only newsletter

Gluekauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, MI, et al. (1998, July). Videocounseling for families of rural teens with epilepsy-Project update. *Telehealth News*, 2(2). Retrieved from http://www.telehealth.net/subscribe/Newsletter_4a.html#1

- Use the complete publication date given on the article.
- Note that there are no page numbers.
- In an Internet periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.
- Whenever possible, the URL should link directly to the article.
- Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word-processing program to insert) a hyphen at the break.

To document a specific file, provide as much as possible of the following information:

- Author's name
- Date of publication or last revision (if known), in parentheses
- Title of the document
- Title of complete work (if relevant), in italics or underlined
- Other relevant information (volume number, page numbers, etc.)
- Retrieval date statement
- URL

For more specific guidance, see the various sample citations in this section.

Personal Site

Pellegrino, Joseph. (1998, December 16). Homepage. *World Poetry Audio Library*.

Retrieved October 4, 1999 from the World Wide Web: <http://www.english.eku.edu/Pellegrino/default.htm>

Professional Site

American Psychological Association. (1999). Electronic reference formats recommended

by the American Psychological Association. Retrieved October 4, 1999 from the World Wide Web: <http://www.apa.org/journals/webref.html>

Book

An online book may be the electronic text of part or all of a printed book, or a book-length document available only on the Internet (e.g., a work of hyperfiction).

Bryant, P. (1999). *Biodiversity and Conservation*. Retrieved October 4, 1999 from the

World Wide Web: <http://darwin.bio.uci.edu/-sustain/bio65/Titlepage.htm>

Article in an electronic journal (ejournal)

Fine, M., & Kurdek, L.A. (1993). Reflections on determining authorship credit and author-

ship order on faculty-student collaborations. *American Psychologist*, 48, 1141-

1147. Retrieved June 7, 1999 from the World Wide Web: [http://www.apa.org/](http://www.apa.org/journals/amp/kurdek.html)

[journals/amp/kurdek.html](http://www.apa.org/journals/amp/kurdek.html)

Abstract

Isaac, J.D., Sansone, C., & Smith, J. L. (1999, May). Other people as a source of interest in

An activity [Abstract]. *Journal of Experimental Social Psychology*, 35, 239-265.

Retrieved June 7, 1999 from IDEAL database on the World Wide Web:

<http://www.europe.idealibrary.com>

Article in an electronic magazine (ezine)

Adler, J. (1999, may 17). Ghost of Everest. *Newsweek*. Retrieved May 19, 1999 from the

World Wide Web: http://newsweek.com/nwsrv/issue/20_99a/printed/us/so/so0120_1.htm

Newspaper article

Azar, B., & Martin, S. (1999, October). APA's Council of Representatives endorses new

Standards for testing, high school psychology. *APA Monitor*. Retrieved October 7,

1999 from the World Wide Web: <http://www.apa.org/monitor/inl.html>

Review

Parfit, M. (1997, December 7). Breathless. [Review of the book *The Climb: Tragic*

ambitions on Everest!]. *New York Times on the Web*. Retrieved October 7,

1999 from the World Wide Web: <http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>

Letter to the editor

Gray, J. (1999, May 7). Pesticides linger in land and air-and in our bodies [Letter

to the editor]. *Lexington Herald-Leader*. Retrieved October 7, 1999 from the

World Wide Web: <http://www.kentuckyconnect.com/heraldleader/news/050799/lettersdocs/507letters.htm>

Government publication

Bush, G. (1989, April12). Principles of ethical conduct for government officers and employees. Exec. Order No. 12674. Pt. 1. Retrieved November 18, 1997 from the World Wide Web: <http://www.usoge.gov/exorders/eo12674.html>

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